

MAJOR EXPANSION CAPITAL CONSTRUCTION PRE-APPLICATION



*Please complete the following pre-application questionnaire concerning details of your capital funding request for a Major Expansion project. Completed pre-application and supporting documents are to be emailed to **MERIT@drpt.virginia.gov** by December 1st. This information will be used by DRPT staff to help applicants develop complete and competitive applications by the due date of final applications at the beginning of February.*

Basic Information

Project Name:

Agency:

Phone:

Primary Contact:

Email:

Project Location and Type

1. **Project Description:** Please provide a brief description of the project below. If applicable, describe the age of any existing facility that will be replaced or enhanced.
2. **Project Layout:** Please provide a sketch/site layout map identifying important features of the project as an attachment with "Project_Layout" in the file name.

Summarized Costs and Financial Plan

3. **Please provide a breakdown of anticipated funding by source below:**

Total Project Cost:

See [FTA: New Starts SCC Workbook](#) for preferred estimate format for total project cost. Please include detailed estimate as an attachment with "Cost_Estimate" in the file name.

State Capital Cost:

Total State Capital Assistance requested, not including federal.

Readiness Checklist

Will the following criteria be met prior to submission of a full application?

If so, please describe below the necessary documentation that will be provided at time of final application.

If no, explain why criteria is not applicable to final application.

4. Feasibility or Other Study (if applicable) *A project should have a planning level study complete prior to being awarded funds for engineering and design or construction. This can include a feasibility study, needs assessment, or other similar study document that may be unique to each project.*

Will a feasibility or other study guiding this project be completed prior to the application deadline?

5. Property Ownership *The land on which a construction project will be built should be owned by the applicant prior to the award of construction funds. If the land will be leased, evidence of the pending lease agreement will be required.*

Will all property be owned or leased by the applicant prior to the application deadline?

6. Engineering and Design Documents *A construction project must have at least 30% design plans completed prior to being awarded DRPT construction funds. This applies to construction projects of all sizes and scales and ensures that DRPT can review engineering cost estimates when making funding determinations.*

Will 30% design plans be completed prior to the application deadline?

Readiness Checklist Cont.

7. Environmental Review Complete (NEPA-SERP Readiness if applicable) *A construction project should have completed environmental reviews (i.e., NEPA, VDEQ, SERP) or categorical exceptions approved prior to being awarded DRPT construction funds.*

Will all environmental reviews or waivers be completed prior to the application deadline?

8. Engineering Cost Estimates for A/E and Construction Management *The applicant should provide costs estimates for construction projects that have been developed by an engineer or other technical staff or contractors that outline costs associated with the subject project.*

Will a cost estimate be completed prior to the application deadline?

9. Comprehensive Financial Plan *Construction projects should include a complete financial plan that includes: the total estimated cost of the project, the total amount of state capital funds needed (by fiscal year), and other planned/committed sources of funding being used for the same purpose.*

Will a comprehensive financial plan be completed prior to the application deadline?

10. Other Critical Contingencies Met (if applicable) *All additional critical contingencies necessary to implement the project (i.e. zoning changes, land use approvals, approvals from elected bodies or administrative boards, etc.) should be met prior to being awarded DRPT construction funds.*

Will all other critical contingencies be met prior to the application deadline?